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From: Sullivan, Julie (DPH)
Sent: Thursday, September 08, 2011 1:09 PM
To: Han, Linda (DPH)
Cc: King, Karen (EHS); Connolly, Grace (DPH)
Subject: Mandatory Training Compliance as of August 31, 2011- HSLI
Attachments: HAN 8.31.11.xls; EOHHS Mandatory Training Requirements.doc; Latest Log and register in PACE with transcript info DPH .doc

Enclosed is the PACE mandatory training compliance report for the employees in your Bureau. The report reflects the information in PACE as of August 31, 2011. Please follow up with the employees who are out of compliance.

Mandatory Training Requirements

The second file in the e-mail is the list of mandatory trainings. There are two on line Conflict of Interest trainings; The Conflict of Interest Training and the Annual Conflict of Interest Summary. All employees are required to re-take the Annual Conflict of Interest Summary each year. This course is listed in PACE as Annual Conflict of Interest Summary 2011.

PACE User Support

The third attachment is a PACE job aid. We do not have a dedicated user support team. Please identify a point person in your Bureau to assist users with routine questions and refer only the more complex issues to me. New hires can check with their supervisor or time keeper to obtain their employees ID number . New user accounts may not be available until the Monday following an employee's date of hire.

Please feel free to call me if you have any questions. My telephone number is 617-624-5291.

Thank you,